



01 July 2016

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, 26 Dec 2012, including Change 1, 13 March 2013, is supplemented as follows:

SUMMARY OF CHANGES

Adds the use of WEXPay procedures for payment if WEX is not accepted. Deletes the need to upload a copy of current personal vehicle insurance into the eServices Ops Quals driver's license module, but adds the need to upload a current copy of member's state driving record. Deletes the option of contacting wing for payment of major maintenance. Adds attachment 3 procedures for uploading Vehicle Usage Data and CAP Forms 73 using the Vehicle Usage Entry module. Directs members to not use a WEX card from one COV to pay for items on another COV. **Note: Shaded areas identify new or revised material.**

1-3. Record folder will be maintained electronically in ORMs. (See attachment 1).

1-3.c. Records of repair and maintenance expenses will be loaded to ORMS. (See attachment 2). Maintenance and Inspections will not be reimbursed until documentation is loaded in ORMS.

1-3.e. Added. A vehicle log book will be maintained in the vehicle. It is the operator's responsibility to ensure all required documents are current prior to operation. The log book will contain the following documents;

- Copy of Vehicle Title
- Current CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*
- Current MOWGF 73a *Vehicle Trip Log*
- Current Vehicle Insurance Card
- Current Missouri Vehicle Safety Inspection
- Missouri Sales and Use Tax Exemption Certificate
- WEX Card and WEXPay Guide

1-3.f. Added. The CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*, and MOWGF73A, *Vehicle Trip Log*, will be completed for each trip. The current Missouri Vehicle Safety Inspection will be maintained in the vehicle log book. All COVs over five years from the model year of manufacture will undergo a valid state inspection conducted by an authorized state inspection station in the first quarter of each calendar year. The inspection sticker will be placed on the windshield in the normal manner. If the state inspection station does not accept the WEX Card or cannot process a WEX Pay single-use MasterCard® payment, forward a copy of the inspection report and legible receipt to MOWG/LGT with a MOWGF 173-W, MO Wing Civil Air Patrol Check Request for Wing Level, for reimbursement.

1-5.b. Scan and upload into eServices Ops Quals driver's license module, a copy of a valid state driver's license and a current copy of member's state driving record.

1-5.c. By approving vehicle operator license requests in eServices, unit commanders are certifying that the operator is at least 21 years of age and is qualified in the specified vehicles listed in the request. Commanders will verify valid proof of insurance prior to approving license applications.

1-7.a. No license will be issued to anyone under 21 years of age.

1-7.d. Vehicle 23009, Communications truck requires additional endorsement by a qualified member. Endorsement in the form of a memo or email will be included with license request. The vehicle will be annotated as a special purpose vehicle.

2-3. Added. Insurance. No COV shall be operated at any time by members who do not have motor vehicle insurance. Members operating in violation of CAPR 77-1 or this supplement shall be held financially responsible for any damage or loss of corporate property.

3-1.b.(1) Added. The unit commander will ensure that all assigned vehicles undergo proper routine maintenance by using the NHQ-instituted WEX credit card program. Under WEX, pre-approvals and control numbers are no longer required for routine maintenance. The requirements of paragraph 3-2.a. below still apply for major maintenance. Routine maintenance includes, but is not limited to, oil changes, including filter change at proper intervals, under vehicle lubrication to include rear ends, ball joints, etc., safety inspection of tires, exhaust system, brakes, all lights, windshield wipers and windshield repairs meeting individual transaction limits. Ensure vendors are provided the Missouri Sales and Use Tax Exemption Certificate, so tax is deducted from the final cost. Units with donated vehicles agree to pay all vehicle maintenance costs solely from their unit funds if NHQ chooses not to pay these costs. Paragraphs 3-1.b.(1)(a) through (j) Added include specific program requirements.

3-1.b.(1)(a) Added. Pre-approvals and control numbers are no longer required for **routine maintenance** under \$500.

3-1.b.(1)(b) Added. Each vehicle within the Wing will be provided a credit card to be used solely for **minor maintenance**.

3-1.b.(1)(c) Added. Allowable expenditures will include routine oil changes, wiper blades, batteries, etc.

3-1.b.(1)(d) Added. The vehicle maintenance card may not be used for any other types of expenditures, including fuel.

3-1.b.(1)(e) Added. Discuss the card with the vendor before leaving the vehicle for service. Ensure they take WEX as a standalone credit card and not just for GSA, state government or other large fleet account management systems. Some vendors say they take the card, but their point-of-sale systems are apparently limited to these special programs. If you are at a service location that

does not accept the WEX Card, have the merchant use WEXPay to receive a single-use MasterCard® number for payment on authorized purchases.

3-1.b.(1)(f) Added. Major vehicle maintenance is not authorized and must be preapproved by LGT using procedures currently in place as outlined in paragraph 3-2.a.

3-1.b.(1)(g) Added. Each card will be numbered with the vehicle and assigned to the unit commander or the commander's designee responsible for vehicle maintenance and should be kept in the vehicle folder. **Do not use a WEX card from one COV to pay for items on another COV.**

3-1.b.(1)(h) Added. Monthly expenditures will be limited to \$1,000 per card and individual transactions will be limited to \$500 except for tires.

3-1.b.(1)(i) Added. You may use WEX cards to pay for tires up to \$200 each including balancing, mounting, etc., without preapproval or a control number. If the tires will cost more than \$200, please contact Wing LGT for a control number. NHQ requires tires to be replaced at the service life of five years, including spares.

3-1.b.(1)(j) Added. Detailed, itemized invoices must be submitted to the Wing Administrator as soon as possible, but not later than the 10th of each month.

3-2.a. Units desiring reimbursement for major maintenance not covered under routine maintenance using the WEX card program, must contact MOWG/LGT and provide written tax-exempt estimates for approval prior to having work performed. Ensure vendors are provided the Missouri Sales and Use Tax Exemption Certificate when requesting an estimate. Once units receive the NHQ CAP/LGT control number from MOWG/LGT, they may authorize the vendor to begin work. Unauthorized repairs will be at the unit's risk. Upon completion of the authorized repairs, the unit will send legible, itemized receipts with a completed MOWGF 173-W to MOWG/HQ for reimbursement.

3-5.a. The vehicle identification is located on the vehicle license plate.

4-1.a. Commanders will verify members have motor vehicle insurance prior to approving driver's license applications. Commanders should periodically verify that their drivers have valid personal vehicle insurance prior to operating a COV.

JOHN R. O'NEILL, Col, CAP
Commander

Attachment 1 – ORMS Record File Upload Instructions

- Log into e-Services and select Operation Resource Management System (O.R.M.S)

[Operational Resource Management System \(O.R.M.S\)](#)
[Operations Qualifications](#)

- Select Vehicle Search from the left menu

Vehicles
[Vehicle Search](#)
[Conduct Inventory](#)
[Vehicle Usage Entry](#)

- Select Unit or enter CAP Veh ID

Search Criteria

Organization: NCR-MO-001 (View Unit Only)

Make: [Select]

Location: [Select]

Acquisition Date: [Select]

Condition: [Select]

Stock Class: [Select]

Year Manufactured: [Select]

CAP Veh ID: [Select]

Max Occupants: [Select]

Search [Go]

- Select Documents from top menu

Transfer Retire Transaction History **Documents** Maintenance

To move an item to another inventory, please contact nrc@caprhq.gov or LG@caprhq.gov

Organization: NCR-MO-001

Module: Vehicles

Status: Active

Serial Number: 2FM2AS11TB4274

PCN: 84274

Tail Number or Vehicle ID: 23000

- Do not upload CAPFs 73 in this Documents section. See attachment 3 for procedures to upload CAPFs 73 using the Vehicle Usage Entry module
- Select scanned document from computer using browse option
- Submit Document

Current Files Uploaded

File	Date Added
23000_Cert-of-Title-19990727.pdf	04 Dec 2012 04:16:56

To save a file to your computer, right click (Ctrl + Click) the View File link and choose Save Target As.

If you are having trouble opening files in Internet Explorer: Go to Tools -> Internet Options, Click the Advanced Tab, Scroll down to the Security section, and make sure that the Do not save encrypted pages to disk is CHECKED

Document Uploads

*Title of Uploaded Document

[Text Field]

☐ This photo should be used for the thumbnail for this item on the master page

*Select the file you would like to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

[Browse...]

[Submit Document]

Attachment 2 – ORMS Maintenance Record Upload

- Log into e-Services and select Operation Resource Management System (O.R.M.S)

Operational Resource
Management System (O.R.M.S)
Operations Qualifications

- Select Vehicle Search from the left menu

Vehicles
Vehicle Search
Contact Inventory
Vehicle Usage Entry

- Select Unit or enter CAP Veh ID

Search Criteria

*Organization: NCR-MO-001 [View Unit Only]

Make (Vehicle Type): [Select]

Source: [Select]

Acquisition Cost (>=):

Stock Class: [Select]

RSN: [Select]

Remarks: [Text Area]

Status: [Select]

CAP Veh ID: [Text]

Defect: [Select]

Serial Number (VIN): [Text]

Make: [Select]

Location: [Text]

Acquisition Date: [Text]

Condition: [Select]

Year Manufactured (>=): [Text]

Defect Type: [Select]

PCN: [Text]

Model: [Text]

Description: [Text]

Property Tag: [Text]

Search In: ☒ Active ☐ Retired

Max Occupants (>=): [Text]

[Search] [Reset]

- Select Maintenance from top menu

Transfer Retire Transaction History Documents Maintenance

To move an item to another inventory, please contact mo@caprhq.gov or LG@caprhq.gov

Organization: NCR-MO-001

Module: Vehicles

Status: Active

Serial Number: 2FMDA11U15B818E3

PCN: 84274

Tail Number or Vehicle ID: 21000

- Enter maintenance information following example below. For minor maintenance performed by member enter CAPID in Performed By
- Upload all documentation associated with repair; receipt, warranty etc.

*Performed By / Invoice Number: Quality Ford / Q-112233

*Date of Maintenance: 21 Nov 2013

*Maintenance Cost: 39.99

*Man Hours / Labor Cost: 1

*Parts: Filter/Oil 6 Qts

Remarks / Next Maintenance Due: Oil Change / March 2014

Document to Upload (Supported File Types: .pdf, .doc, .jpg, .jpeg, .gif, .rtf, .docx, .xls, .xlsx)

[Browse]

[Submit]

Attachment 3 – ORMS Vehicle Usage Entry and CAPF 73 Upload Procedures

- Log into e-Services and select Operation Resource Management System (O.R.M.S)

Operational Resource
Management System (O.R.M.S)
Operations Qualifications

- Select Vehicle Usage Entry from the left menu

Vehicles
Vehicle Search
Combat Inventory
Vehicle Usage Entry

- Select Unit, CAP Veh ID and applicable date. The current usage entry month is selected. If an update is required for a month other than the current month, please select a Date from the list. You can only upload one set of data and one document to a selected date. If you try to upload multiple documents without selecting the proper date, ORMS will just overwrite the previous document and data uploaded.

*Reg-Wing-Unit
NCR-MO-001

*Field ID
23226

*Date
06/2016
Use highlighted date for current entry

Field ID: 23226 Year: 2012
Owner: NCR-MO-001 Make: Dodge
VIN: 2C4RDGBG2CR203657 Model: GRAND CARAVAN SE
Occupants: 7 Type: 7 Pass Van

Note: Enter Number of Hours (rounded up)
There was no data found for the vehicle 23226 on 06/2016.

	Admin	Cadet Activities	Mission Support	Other	Grand Total
No. Times Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No. Hours Used:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Odometer Reading:

Description:

Form 73 Upload (PDF or Word):

Form 73 Uploaded for the selected vehicle (One Year)

File	Date Added
Form73_2016-05-01.pdf	02 Jun 2016 15:21:58
Form73_2016-04-01.pdf	02 May 2016 15:49:04
Form73_2016-03-01.pdf	01 Apr 2016 14:36:03
Form73_2016-02-01.pdf	01 Mar 2016 12:49:34
Form73_2016-01-01.pdf	01 Feb 2016 13:31:32
Form73_2015-12-01.pdf	04 Jan 2016 13:42:39
Form73_2015-11-01.pdf	02 Dec 2015 13:42:20
Form73_2015-10-01.pdf	02 Nov 2015 13:10:19
Form73_2015-09-01.pdf	01 Oct 2015 13:35:28
Form73_2015-08-01.pdf	01 Sep 2015 16:54:18
Form73_2015-07-01.pdf	03 Aug 2015 14:35:46
Form73_2015-06-01.pdf	01 Jul 2015 12:08:40
Form73_2014-08-01.pdf	14 Jul 2015 10:54:29

To save a file to your computer, right click (Ctrl + Click) the View File link and choose
If you are having trouble opening files in Internet Explorer: Go to Tools -> Internet C
make sure that the Do not save encrypted pages to disk is CHECKED

- Enter the number of hours, times used and odometer reading from the CAPF 73.
- Select scanned CAPF 73 document from computer using browse option (There should be one year of forms uploaded)
- Filenaming convention is not required as ORMS will name the file automatically
- Submit Document